

CONTRACT INFORMATION REQUEST FORM

In order to ensure that the proper contract is in place for any type of service being provided on your campus, please complete this form and submit to: Lynne Kotas, Executive Director of Purchasing for review a minimum of **three (3) weeks prior to date of requested services**.

These services include: On-site Field Trips, Assemblies, Consultants, After-School Programs, Vendor Services, and In-Services for Staff.

Provide the following information: (print legibly)

Date of Request	
Company Name	
Company Address	
Company Contact	
Email	
Telephone	
Website	
Date & Time of Service(s)	
Cost of Service(s)	
Funding Source - need full Chartstring listed	
Services to be provided (provide details)	
School/Department	
Specific location services to be performed (Bldg.)	
School/Dept. Requestor	
Telephone	
Email	
Additional comments	

5-04-18lk